

27 May 1981

MEMORANDUM FOR: Chief, Building and Planning Staff

ATTENTION: [redacted]

VIA: Executive Committee Staff

THROUGH: Herbert E. Hetu
Director of Public Affairs

FROM: [redacted]
DCI/OPA Member

SUBJECT: Public Affairs Planning Factors

1. This responds to your undated memorandum to Building Planning Committee members, Subject: Project Organization.

2. To assist in defining the scope of the building project, Office of Public Affairs requirements are discussed below:

a. No Public Affairs components are located outside the Headquarters Building at Langley, which negates any concern for moving satellite units back to Langley.

b. Due to the nature of its mission and functions, it is essential that the Director of Public Affairs have ready access to the DCI, DDCI and DD's often on short notice. Similarly, the Public Affairs staff must have ready access to other key DCI-area and component staff elements. The current physical arrangement is suitable for these purposes and is not expected to change.

c. The long-range personnel ceiling for Public Affairs should not change significantly in the next twenty years; i.e., given the extremes of possible mission changes, personnel requirements are expected to remain within plus-or-minus five slots of the current authorization of sixteen.* An additional requirement could conceivably be imposed if substantial new responsibilities were assigned or if the Agency should ever open up to a press pool and become involved in regular formal press briefings. Neither is foreseen at the moment.

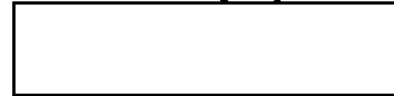
* [redacted]

current staff = as authorized

d. Current machine support in the Office of Public Affairs is limited to three computer terminals and one computer printer. The development (currently underway) of a reference center to support the Agency's Publications Review Board will impose additional requirements before or by 1987. It is estimated a minimum of two and a maximum of three additional terminals plus a minimum of one and a maximum of two additional computer printers will be needed. It is further estimated that by 1987 there will be a critical need for a microfiche reader/scanner to accommodate a rapidly-growing storage and retrieval problem.

e. No known new technologies are being considered that might present unique requirements for floor loading, power or environmental control beyond those described above. Additional space and consolidated facilities, however, remain important planning factors for the Public Affairs office of 1987 and beyond.

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cc: 
Staff Architect